

2 MAR 1978
OS REGISTRY
FILE *Reper 65*

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Office of Security Significant Activities
Week of 23 February 1978

REFERENCE: DDA Administrative Instruction No. 74-5

1. This memorandum is for information only.
2. The activities of the Office of Security during the week of 23 February - 1 March 1978 were highlighted by the following items:

STATINTL

a. [REDACTED] Chief, Security Support Division, has been selected as the security member of an Agency EEO recruitment team which will visit various minority schools, commencing with North Carolina Agricultural and Technical State University on 4-5 April 1978.

STATINTL

b. The Inspector General team was briefed in connection with their planned inspection of the [REDACTED] from 7-10 March 1978.

3. Projected Office of Security activity for the week of 2 March 1978 includes:

The well-known attorney, Edward Bennett Williams, who is representing former FBI agent John J. Kearney, will be given an SI and TK security indoctrination on 2 March 1978. This action was requested by the Department of Justice to enable Mr. Williams to have access to information necessary for his defense of Mr. Kearney.

STATIN

for Robert W. Gambino

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Approved For Release 2002/01/11 : CIA-RDP84-00466R000100040008-0

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Approved For Release 2002/01/11 : CIA-RDP84-00466R000100040008-0

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DD/A 78-0784

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OS REGISTRY
FILE *Reports 5*

MEMORANDUM FOR : Director/Office of Communications
Director/Office of Data Processing
Director/Office of Finance
Director/Office of Logistics
Director/Office of Medical Services
Director/Office of Personnel
Director/Office of Security
Director/Office of Training
Chief, IPS
Chief, ISAS
DDA/EEO

STATINTL FROM

: [REDACTED]
Associate Deputy Director for Administration

SUBJECT : Weekly Reports

1. Certain changes have taken place regarding the use of material submitted in weekly reports that prompts a change in reporting. Starting immediately, weekly reports will be due in the Office of the DDA on Thursday by close of business, rather than Friday noon. The report will now cover activities through Wednesday.

2. As you are aware, items of note are asterisked which are to be considered for submission to the Director on a bi-weekly basis. The Director now sends a monthly "Newsletter" cable to the field which includes items taken from the bi-weekly reports. In order to assist the DDA/Management and Assessment Staff which has the responsibility for preparing both the bi-weekly Director report and the monthly Director cable items, we ask that you use a single asterisk to designate items to be used on the bi-weekly report and a double asterisk for those which you think would also be of sufficient importance to be included in the Director's cable to the field.

3. It is felt this is an opportunity to impart information on a wide basis and feel that everyone should take advantage of the opportunity to include appropriate items.

[REDACTED]
Michael J. Malanick

STATINTL

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